

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Barker Farm Shelter - 2170 Plank Road, Menasha**  
July 14, 2008

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order at 6:03 PM by Vice-Chairman T. Konetzke.

**2. ROLL CALL/EXCUSED ABSENCES**

**A.**

Members Present: Vice-Chairman Tom Konetzke, George Korth, Mary Francis, Ron Suttner, Ald. Michael Taylor, Nancy Barker

Members Excused: Chairman Dick Sturm

Others Present: PRD Tungate, PS Huss, Mayor Don Merkes, Kathy Bayer, Julie Pollnow, John Matz - Winnebago County Sheriff's Department

**3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. [Minutes of the June 9, 2008 Park Board Meeting](#)**

Moved by George Korth, seconded by Ronald Suttner to approve the minutes of the June 9, 2008 meeting and to amend 7-A. Action Item by striking the words "and to retain the one (1) year expiration language".

A significant discussion was held on whether or not Ordinance O-10-08 pertaining to leashed dogs in Jefferson Park was recorded on June 9, 2008 with or without the one (1) year exemption as described in the draft minutes of the meeting. Members agreed that one vote was taken, but the exact motion from June 9 was inconclusive. The Board decided to re-vote on the matter of Ordinance O-10-08. Moved by Ald. M. Taylor, seconded by N. Barker to recommend Ordinance O-10-08 as presented at the July 7 Common Council meeting, which dropped of the one (1) year renewal language and allowed dogs until 12:00 PM on July 4th.

Motion carried 6-0.

Motion     Passed  
Results:

**4. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**

### **Five (5) minute time limit for each person**

N. Barker commented on the cemetery and asked about how employee injuries were handled. She liked the idea of a sand pit penny hunt for the City Carnival.

Ald. M. Taylor commented on the Jefferson shoreline binwall needing repair, section in water east of where people fish. He also commented he believed Rose Bohmke's assertion that there were no goose droppings in Jefferson Park was incorrect.

T. Konetzke asked for consideration of lighting the back outside steps at Koslo Park.

#### **A. [Letter from Rose Bohmke](#)**

Rose Bohmke letter about Jefferson Park was recognized.

## **5. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

#### **A. [Army Reserve Building Update](#)**

A letter was sent to the Department of Army inquiring about the official status of the Army Reserve building. Senators Kohl and Feingold along with Congressman Petri were copied.

#### **B. [New East Side Park Update](#)**

PRD Tungate recently contacted the owners of property that could serve as a multi-jurisdictional park. A spouse has some health issues and the couple will be contacted again in about a month.

#### **C. [Park Project Update - PS Huss](#)**

PS Huss reported on recent park work duties. A lot of tree work. Some flowers had to be replaced at Smith Park gardens, recent break-in at pool concession stand, Pleasants Park tennis court project successfully re-bid, seasonal caretaker is working some weekday evenings, special block graffiti sealant will be put on west side of Hart Park shelter, vandalism has been down lately.

#### **D. [Park Vandalism Correspondence - PS Huss](#)**

Park vandalism letter from PS Huss was reviewed. Little vandalism has been reported during the last three weeks.

## **6. DISCUSSION**

#### **A. [Theda Care Picnic - September 13, 2008 in Jefferson Park](#)**

Julie Pollnow, who works for an event planning company, described the second annual ThedaCare company picnic to be held on September 13, 2008 at Jefferson Park. PRD Tungate has met with the group three times over the past several months. Most recently to discuss a fireworks show planned to occur at approximately 8:30 PM. Fire Department officials have given tentative approval of the show. An on-site meeting still has to be scheduled. For its large size, the event went well last year. Street parking issues will be covered through a forthcoming Street Use Application. Ms. Pollnow presented a map depicting the entire event set up.

#### **B. [R & R Softball Tournament - August 8-10, 2008 in Jefferson Park](#)**

Kathy Bayer was present to describe the upcoming R & R Softball Tournament August 8-10, 2008 in Jefferson Park. The event is sponsored by Menasha Youth Sports.

**C. 2009 Park and Recreation Budgets (previously received)**

Moved by George Korth, seconded by Tom Konetzke to recommend to offer a free admission day at the pool in 2008 as a way to encourage more people to come to the pool. Motion carried 6-0.

The entire 2008 budget was reviewed by the Board. Comments will be taken into consideration by the Mayor and staff when the 2009 budget is prepared. A brief summary of comments include:

1. Softball employee wage amount is variable due to the number of teams, consider more emphasis on skatepark supervision than ice rink supervision (August agenda item).
2. In the future, pursue school district interest in tennis court reconstruction and other capital projects based on their actual percentage use of the facility. Better enforcement of daily boat launch parking passes is needed. Consider rotating different colored envelopes and use of the Code Enforcement officer to address this situation. The idea of choosing a specific park and focusing on the parks specific needs in the budget was discussed.
3. The manner in which the needs of the pool should be addressed was discussed. PS Huss and PRD Tungate will discuss a list of possible maintenance projects and select ones that are top priority. It was also suggested that the pool be slotted somewhere on the forthcoming City Capital Improvement Plan to be developed by Mayor Merkes.
4. Consider more contracted fall planting so that trees can get in the ground by early May. Grass cutting has affected the park crews ability to plant trees at this time. Racine Street was selected as a priority planting area for 2009. RR Donnelly trees were also discussed. Mayor Merkes will contact them.
5. Rather than a cash allocation, consider other ways of providing Heckrodt Wetland Reserve with service. In-kind city labor or Heckrodt Wetland Reserve volunteering to perform services to be city should be explored.
6. The Marina re-decking project was discussed. The plan is to complete the project in 2009 provided the Marina Fund has sufficient money to cover the costs of the project.
7. Consider raising wedding fees at Smith Park. Memorial Building updating should be put on the proposed City Capital Improvement Plan.
8. About \$80,000 is in the Park Development Fund. Fee should be increased from \$300 to \$550 as soon as possible.

Motion Passed

Results:

**D. Status of Dog Ordinance O-09-08 Renewal and Park Dedication Fee Ordinance Revision**

Mayor Merkes will discuss the fee in lieu of Parkland fee with CA Brandt. Ald. M. Taylor stated he would sponsor the ordinance revision and fee increase. Ordinance O-10-08 was previously discussed.

**E. Barker Farm Park and Carpenter Street Trail Connection**

A Memorandum of Understanding with the Town of Harrison to construct a bike/pedestrian access trail from Carpenter Street to Plank Road and into Barker Farm Park will be sent to the Common Council soon. City staff will be reviewing the site and design in the coming weeks.

**F. Potential Park Eviction**

PRD Tungate stated a park eviction letter has been sent to a juvenile offender. He will keep the Board informed on the status of this eviction.

**7. ACTION ITEMS**

**A. Approval of Theda Care Picnic - September 13, 2008 in Jefferson Park**

Moved by Nancy Barker, seconded by George Korth to approve the ThedaCare picnic on September 11-14, 2008 in Jefferson Park with specific picnic date being September 13.

Note that application includes set up before September 13 and clean-up/tear down on September 14.

Motion carried 6-0.

Motion    Passed  
Results:

**B. Approval of R & R Softball Tournament - August 8-10, 2008 in Jefferson Park**

Moved by George Korth, seconded by Ronald Suttner to approve the R & R softball tournament on August 8-10, 2008 in Jefferson Park.

Additional comment: #3 outlet at the East Shelter trips the breaker when NESCO's are used. Light in the shelter is malfunctioning, park diamond crew was complimented.

Motion carried 6-0.

Motion    Passed  
Results:

**8. ADJOURNMENT**

**A.**

Moved by George Korth, seconded by Alderman Taylor to adjourn at 8:49 PM.

Motion carried 6-0.

Motion    Passed  
Results: